



## Job description and Personal Specification

<b>Job Title:</b>	MEW Project Coordinator (SELKIE Project)
<b>Salary:</b>	£26,000 per annum
<b>Responsible to:</b>	Marine Energy Wales Programme Manager
<b>Location:</b>	2 <sup>nd</sup> Floor, Pier House, Pier Road, Pembroke Dock, Pembrokeshire, SA72 6TR
<b>Work with:</b>	PCF and Marine Energy Wales team/SELKIE team
<b>Contract Length:</b>	1 year (maternity cover) from July 2021

### Job Purpose

Established in 2000, Pembrokeshire Coastal Forum (PCF) is a multi-award-winning Community Interest Company that works to enhance the coast and marine environments for current and future generations. As a coastal partnership PCF has developed a range of collaborative projects, often viewed as sustainable best practice, including the Pembrokeshire Marine Code and Outdoor Charter, Wales Activity Mapping and Marine Energy Wales.

Marine Energy Wales (MEW), a successful PCF project, brings together technology developers, the supply chain, academia and the public sector aiming to create a thriving and diverse marine energy sector in Wales.

The exciting role will involve working with MEW, the PCF team and the wider SELKIE project partners to deliver the 'Dissemination Communication and Mobilisation' package of the SELKIE project. Your role will involve helping to ensure that the SELKIE project outputs and results are shared and communicated effectively through a variety of channels, to all project stakeholders.

The SELKIE project will be delivered by a consortium of 2 higher education institutions University College Cork and Swansea University and 4 expert SMEs; GDG Ltd; DP Energy Ireland Ltd; Marine Energy Wales (MEW) and Menter Môn with the objective of facilitating the commercialisation of Marine Renewable Energy technologies for deployment in Ireland and Wales.

### Principal Responsibilities

**Working with key project partners, the Project Coordinator will assist with:**

- **Delivering the requirements of the pre-existing communications plan and strategy** aiming to communicate key messages and learnings from project
- **Fulfilling the requirements of the mobilisation strategy**
- Developing content for and managing the [project website](#)
- Ongoing management of the **social media campaign** for dissemination and communication
- **Press release and journal article preparation and management** including identification of findings worthy of publication and support to partners in preparing

articles

- **Hosting and co-hosting Conferences** and Forums liaising with INTERREG and WEFO
- **Organising SELKIE events** including conferences, forums and workshops (virtual, hybrid and in person) liaising with INTERREG and WEFO **and providing visual promotional materials** to support events
- **Devising training materials** to facilitate mutual learning from the SELKIE knowledge base
- **Reporting progress** to the MEW Programme Manager, PCF and SELKIE Management
- **Conference attendance** for promotion and dissemination of project information including developing materials (stands, promotional materials etc)
- Providing key **information to support grant claims** to the PCF Finance, HR & Policy Manager
- Other duties of a similar level as required

## Personal Specification

### Essential:

- Qualified to degree level or equivalent
- Proven & relevant project management experience in a related sector
- Excellent communication skills (verbal and written) and experienced disseminator of information including preparing and delivering reports and presentations
- Highly developed organisational skills with experience of organising and hosting events
- Experience of engaging and building rapport with and managing a broad range of stakeholders including public and private sectors and academic community
- Experience of working with European or grant funded projects
- Excellent IT skills
- Proactive, self-motivated with ability to work with minimal supervision & under pressure
- Frequent travel to National and European conferences and events will be an essential part of this role and willingness and flexibility to travel is vital including a valid passport/own vehicle

### Desirable

- Strong interest in sustainability and renewable energy
- Qualification in Project Management
- Ability to speak Welsh

*The ability to travel to meetings/events/site visits etc. including overnight stays is a necessary and regular feature of this post. The post will involve occasional evening and weekend working.*

*Job descriptions and Person Specifications are subject to change from time to time to remain in line with business needs 24/5/21*



The SELKIE project has received funding from the European Union's European Regional Development Fund through the Ireland Wales Cooperation programme.